

# Visual Arts

National Endowment  
for the Arts



Fiscal Year 1981

## Application Deadline Calendar

*The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies and programs, in addition to making recommendations on grant applications.*

*The goal of the Endowment is the fostering of professional excellence of the arts in America, to nurture and sustain them, and equally to help create a climate in which they may flourish so they may be experienced and enjoyed by the widest possible public.*

*Information about the Endowment and its programs is contained in the Endowment's Guide to Programs which is available from:*

*Information Office  
National Endowment for the Arts  
7th Floor, West Wing  
2401 E Street, N.W.  
Washington, D.C. 20506*

*February 1980*

Grant Category	Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
<b>Individuals</b>			
Art in Public Places/ Planning Grants for Artists	June 30, 1980	Jan. 1981	Feb. 1981
Artists' Fellowships	Oct. 15, 1980	July 1981	Aug. 1981
Building Arts	Jan. 2, 1981	June 1981	July 1981
Crafts Apprenticeships	Sept. 3, 1980 Feb. 2, 1981	April 1981 Sept. 1981	May 1981 Oct. 1981
Craftsmen's Fellowships	Dec. 19, 1980	July 1981	Aug. 1981
Critics' Fellowships	May 1, 1980	Oct. 1980	Nov. 1980
Photographers' Fellowships	April 15, 1980	Oct. 1980	Nov. 1980
Projects: Individual and Collaborative	Feb. 2, 1981	Sept. 1981	Oct. 1981
Services to the Field	Dec. 1, 1980	June 1981	July 1981
<b>Organizations</b>			
Art in Public Places Letters of Intent Final Applications	June 30, 1980 Jan. 15, 1981	June 1981	July 1981
Artists Spaces	Sept. 16, 1980	April 1981	May 1981
Crafts Exhibitions	Sept. 30, 1980	April 1981	May 1981
Photography Exhibitions	Dec. 1, 1980	June 1981	July 1981
Photography Publications	Dec. 1, 1980	June 1981	July 1981
Photography Surveys	Sept. 30, 1980	April 1981	May 1981
Residencies	May 1, 1980 for projects beginning in fall 1980 Sept. 1, 1980 for projects beginning in spring 1981 Jan. 15, 1981 for projects beginning in summer 1981		
Services to the Field	Dec. 1, 1980	June 1981	July 1981
Workshops	Sept. 30, 1980	April 1981	May 1981





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## Introduction

1      The Visual Arts Program of the National Endowment for the Arts assists artists, craftsmen, photographers, and critics of exceptional talent.

2      The program awards fellowships to individuals working in a wide range of styles and media. For the purpose of these guidelines, "visual artist" is defined as an artist, craftsman, or photographer. The word "artist" refers specifically to painters, sculptors, printmakers, and artists specializing in drawing, artists books, and video, conceptual, environmental, and performance work. Generally, visual artists must be working professionals in order to receive Endowment funds.

3      The Visual Arts Program also awards grants to arts organizations, universities, local governments, state arts agencies, and other nonprofit, tax-exempt organizations that assist visual artists.

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# Grants to Individuals

## Artists' Fellowships

### (Painting, sculpture, printmaking, drawing, artists books, video, conceptual, performance)

To enable artists to set aside time and purchase materials and generally advance their careers as they see fit.

### Eligibility

Painters, sculptors, printmakers, conceptual artists, artists specializing in drawing or artists books, and performance and video artists working within a visual arts context. Artists of exceptional talent of any age or aesthetic persuasion may apply.

Students are not eligible.

Major fellowships will not be awarded to an artist in consecutive years. Primary consideration will be given to applicants who have never received a major fellowship from the Visual Arts Program.

### Grant amounts

\$12,500

The panel also will recommend a limited number of \$4,000 fellowships for emerging artists.

### Deadline and announcement dates

Applications must be postmarked no later than October 15, 1980. Applicants should not anticipate notification of awards or rejections before July 1981.

The period of activity should not be scheduled to begin before August 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Due to the increasing volume of applications and our intent to return all slides submitted to us, we would appreciate your cooperation in carefully following the instructions below.

### Submit only one application in this category.

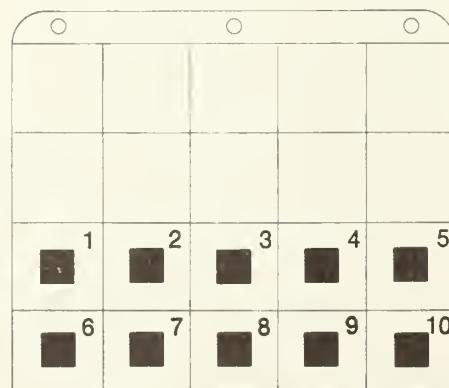
Please send the following materials under one cover to:

Grants Office  
Artists' Fellowships

Mail Stop 701  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.
- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- No more than ten slides (or other appropriate documentation as outlined below) of your recent work. As panel recommendation is based primarily on slide review, we urge you to use care in the quality of the slides you submit. When surface is an important concern, include a detailed view among your slides.

All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. Slides must be arranged as follows:



Do not submit glass slides. Please indicate on each slide:

- Name of artist.
- Title of work.
- Date of work.
- Medium.
- Top of work.
- Dimension in inches (height preceding width preceding depth).

Slides will be returned. Every effort will be made to handle this material with care; however, the Endowment cannot be responsible for any damage or loss that may occur in the mail.

Conceptual and performance work should be appropriately documented. Video artists should send one videotape of their work, either one-half inch reel to reel or three-fourths inch cassette. Mark a point on the tape reel indicating the beginning of a segment totalling no more than ten minutes which you would like the panel to view in the first screening.

Videotapes will be returned. They should be labeled "Visual Arts Program" on the container as well as on the tape itself. Extreme care will be taken while tapes are in the possession of the Visual Arts Program, but we cannot be responsible for any loss or damage which may occur in mailing.

Individuals specializing in artists books may submit original work. For instructions on proper submission procedures, please contact the Visual Arts Program, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.

Applications not accompanied by slides or other appropriate documentation will be considered incomplete and recommended for rejection.

- The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Such material must accompany the application.

## Photographers' Fellowships

To enable photographers to set aside time and purchase materials and generally advance their careers as they see fit.

### Eligibility

Photographers of exceptional talent of any age or aesthetic persuasion. Artists employing photography as the primary consideration in their work also may apply. Students are not eligible.

Major fellowships will not be awarded to an artist in consecutive years. Primary consideration will be given to applicants who have never received a major fellowship from the Visual Arts Program.

### Grant amounts

\$12,500.

The panel may also recommend a limited number of \$4,000 fellowships for emerging artists.

### Deadline and announcement dates

Applications must be postmarked no later than April 15, 1980. Applicants should not anticipate notification of awards or rejections before October 1980.

The period of activity should not be scheduled to begin before November 1980 and generally should be carried out during the succeeding twelve months.

### Application procedures

Please send the following materials *under one cover to:*

Grants Office  
Photographers' Fellowships  
Mail Stop 701  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.
- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- No more than ten photographs or slides of your work. These will be returned. Recent work should be emphasized.

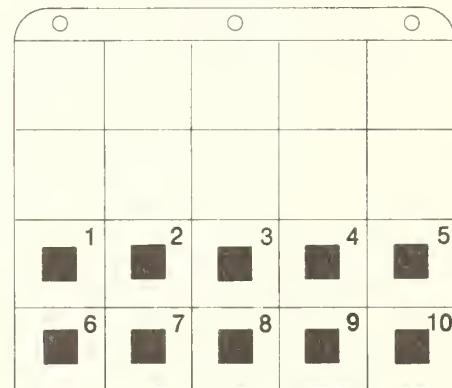
While every effort will be made to insure safe handling of portfolios, the Endowment cannot be responsible for any loss or damage. We urge you to exercise extreme care in packaging and labeling all material sent through the mail. Your name, address, and the date of the work must appear on the back of each photograph submitted.

If the surfaces or edges of prints are fragile, it may be advisable to

protect them by overmatting and/or by enclosing them in clear plastic sleeves. This precaution is particularly recommended for large color prints, Cibachrome prints, and delicate, one-of-a-kind works.

**Because of difficulties in handling, portfolio boxes must not exceed 20" x 24".** Packages exceeding this size will be returned without panel review. Do not send crates. Framed photographs will not be accepted.

All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. Slides must be arranged as follows:



Do not submit glass slides. Please indicate on each slide:

- Name of photographer.
- Title of work.
- Date of work.
- Top of work.
- Dimension in inches (height preceding width preceding depth).

Applications not accompanied by slides or photographs will be considered incomplete and recommended for rejection.

- The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Such material must accompany the application.

## Craftsmen's Fellowships

To enable craftsmen to set aside time and purchase materials and generally advance their careers as they see fit.

### Eligibility

Craftsmen of exceptional talent and demonstrated ability of any age or aesthetic persuasion. Students are not eligible.

Major fellowships will not be awarded to an artist in consecutive years. Primary consideration will be given to applicants who have never received a major fellowship from the Visual Arts Program.

### Grant amounts

\$12,500.

A limited number of \$4,000 fellowships also may be recommended by the panel.

### Deadline and announcement dates

Applications must be postmarked no later than December 19, 1980. Applicants should not anticipate notification of awards or rejections before July 1981.

The period of activity should not be scheduled to begin before August 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Please send the following materials *under one cover* to:

Grants Office  
Craftsmen's Fellowships  
Mail Stop 701  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.
- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- The completed Crafts Supplementary Information Sheet on page 45.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- No more than ten slides of your recent work. As panel recommendation is based primarily on slide review, we urge you to use care in the selection of slides you submit. Slides will be reviewed in two sections:

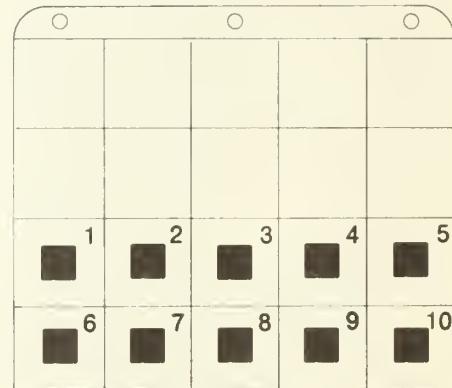
A. Works in which the thrust is toward experimental aesthetic exploration. While works of this nature may fulfill a function, the artist considers function to be of secondary importance.

B. Work in which function is of prime importance.

Indicate on the white cards in the back of this booklet the section in which you want your work to be reviewed.

Slides will be returned to the applicant after they have been reviewed. While every effort will be made to handle the material with care, the Endowment cannot be responsible for any loss or damage which may occur in the mail. To insure safe return of your slides, we would appreciate your cooperation in carefully following the instructions below.

All slides should be 35mm (suitable for carousel projection) and must be placed in a 9" x 11" clear plastic sheet for safe handling and easy return. When surface is an important concern, include detailed views among your ten slides. Slides must be arranged as follows:



Do not submit glass slides. Please indicate on each slide:

- Name of craftsman.
- Title of work.
- Date of work.
- Medium.
- Top of work.
- Dimension in inches (height preceding width preceding depth).

Applications not accompanied by slides will be considered incomplete and recommended for rejection.

- The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Such material must accompany the application.

## Critics' Fellowships

To enable art critics to set aside time to pursue a specific project that is not feasible in their present circumstances. Smaller fellowships for travel also will be made to critics to expand their knowledge of contemporary art outside their own region.

### Eligibility

Art, photography, and experimental film critics of exceptional talent and accomplishment who are published regularly. Crafts critics may submit published or unpublished critical essays.

For the purpose of this program, criticism is defined as the investigation, evaluation, and analysis of modern and contemporary art. Historians of art whose concerns are primarily scholarly should apply for funding to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506.

### Grant amounts

Critics may apply for either but not both of the fellowship amounts below:

- \$10,000 for specific projects (which may include necessary travel expenses);
- \$3,000 for travel outside the region in which they reside to broaden their general knowledge of the field.

### Deadline and announcement dates

Applications must be postmarked no later than May 1, 1980. Applicants should not anticipate notification of awards or rejections before October 1980.

Projects should not be scheduled to begin before November 1980 and should be carried out during the succeeding twelve months.

### Application procedures

Please send the following materials *under one cover to:*

Grants Office  
 Critics' Fellowships  
 Mail Stop 701  
 National Endowment for the Arts  
 2401 E Street, N.W.  
 Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.

Under "Description of proposed activity" on the application form, outline the specific project you would undertake should you receive a fellowship. Applicants for travel fellowships should indicate the cities or regions they intend to visit.

- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- Copies on 8½" x 11" paper of two recent articles or essays, neither exceeding 5,000 words. These copies will be reproduced for the panel and therefore must be clear and legible. We also request that you provide information regarding the original publications or journals in which the essays appeared. Crafts critics submitting unpublished material should so indicate.
- Crafts critics also should complete and return the Crafts Supplementary Information Sheet on page 45.

## Projects: Individual and Collaborative

To assist artists, craftsmen, and photographers working alone or in collaboration with other professionals to carry out specific projects. These projects should be of definite duration, contribute to the development of new ideas, and generally be directed toward a particular goal.

*Individual projects:* Grants are available to individuals for a wide range of projects including experimentation, research and travel, the development of new work, and other areas.

*Collaborative projects:* Grants may be awarded for any working professional relationship. These include, but are not limited to, collaborations:

- Among peers within and across disciplines.
- Between an artist and a technician or fabricator.

In each case, application for the collaborative project must be made by one visual artist member of the collaboration. Budgets must clearly outline the division of funds among participants in the collaboration.

### Eligibility

All visual artists. In the case of collaborations, one visual artist member should apply on behalf of all collaborators. Students are not eligible.

### Grant amounts

Non-matching grants of up to \$5,000 for individual projects and up to \$10,000 for collaborative projects will be awarded. Concurrent fellowships and project grants will not be made. No individual will receive funding for both an individual project and as part of a collaboration in the same year.

### Deadline and announcement dates

Applications must be postmarked no later than February 2, 1981. Applicants should not anticipate notification of awards or rejections before September 1981. Projects should not be scheduled to begin before October 1981 and should be carried out during the succeeding twelve months.

### Application procedures

All applicants should send the following materials *under one cover* to:

Grants Office  
 Projects: Individual and  
 Collaborative  
 Mail Stop 500  
 National Endowment for the Arts  
 2401 E Street, N.W.  
 Washington, D.C. 20506  
 • Three copies of the Individual  
 Grant Application Form NEA-2 (Rev.).  
 Instructions on completing this form  
 appear on page 24; blank forms follow  
 those instructions.

Under "Description of proposed activity" on the application form, provide a concise and thorough description of the project you plan to undertake.

- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you or other members of your collaboration have made or intend to make to the Arts Endowment this year.

- Ten slides of recent work by each visual artist involved. See page 24 for instructions on submitting slides.
- A resume for each individual involved.
- A budget outlining all anticipated costs and expenses of the proposed project. Be sure to specify clearly the payments to each individual if your application is on behalf of a collaboration.

This budget should include the costs of producing a visual record to be filed with the Endowment upon completion of the project. This record may be presented in its most useful form—slides, photographs, copies of drawings, films, as well as written material. Any further Endowment use of the materials would be made only with the artist's written permission.

- If you are applying for a collaborative project, also include a letter from each member of the collaboration agreeing to the project and to the terms of payment as described in your application.
- If you are applying for a crafts project, also complete and include the Crafts Supplementary Information Sheet on page 45.

Applications may be supplemented with catalogues of recent work. Catalogues must accompany the application.

## Crafts Apprenticeships

To enable individuals of commitment and promise to work in a learning situation with master craftsmen of recognized excellence. Apprenticeships should provide the opportunity for an individual to learn new skills and techniques, and to refine and develop technical proficiency. Such a relationship should allow the apprentice to share fully in the ideas and experiences of the master. The Visual Arts Program is particularly supportive of apprenticeships which involve the learning of skills which are unusual or rare and which can help preserve techniques and knowledge which might otherwise be lost.

### Eligibility

Individual craftsmen.

The application should be submitted by the apprentice. This individual must have worked with a master craftsman for at least three months at the time of application. If the apprenticeship is to be served with a new master, a letter of recommendation from the previous master, as well as a letter of agreement from the new master, is required.

The master artist may be self employed, affiliated with a workshop or employed by industry. The master must have the studio space, facilities, and time to accommodate the apprentice.

### Grant amounts

Non-matching grants of \$5,000 will be awarded directly to the apprentice. Very limited funds are sometimes available to help cover the costs incurred by the master in taking on the apprentice. The master should provide a breakdown of these expenses to be included with the apprentice's application. The expenses should not be reflected on the application form completed by the apprentice.

### Deadline and announcement dates

There are two deadline dates. Applications must be submitted no later than September 3, 1980 for projects starting after May 1, 1981. Applicants should not anticipate notification of awards or rejections before April 1981.

Applications must be submitted no later than February 2, 1981 for projects starting after October 1, 1981. Applicants should not anticipate notification of awards or rejections before September 1981.

Projects must be carried out within twelve months of their starting date.

### Application procedures

The application should be submitted by the apprentice. Please send the following materials *under one cover* to:

Grants Office  
Crafts Apprenticeships  
Mail Stop 500  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.
- The application acknowledgment card and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- Ten slides of your own recent work and ten slides of recent work by the master with whom you will work. See

page 24 for instructions on submitting slides.

- Your resume and a resume for the master.
- A letter from the master craftsman with whom you have already worked for at least three months. This letter should document the period you have worked with him, describe briefly your working relationship, and evaluate your capacity to benefit from the apprenticeship outlined in your application.
- A letter of agreement from the master with whom you will work if a grant is awarded. This letter should outline the terms of the proposed working relationship and evaluate your capacity to benefit from the apprenticeship. (If the master with whom you have already worked is the same as the individual with whom you will be working, submit one letter covering all points mentioned above.)
- A letter outlining what you wish to gain from the apprenticeship.
- If the master wishes to be considered for funds to cover projected expenses incurred by the apprenticeship, include with your application a budget from the master outlining those costs.
- The completed Crafts Supplementary Information Sheet on page 45.

Experience has shown that both master and apprentice can benefit from a written agreement that clearly sets forth the obligations and responsibilities of both individuals.

### Method of payment

While grant funds are payable directly to the apprentice, requests for payment must be signed by both master and apprentice. Requests for payment can be made as the relationship progresses. Details will be provided if a grant is awarded.

If funds are awarded to help cover a master's costs, the master will be contacted by the Visual Arts Program and provided with details on requesting funds.

## Building Arts

This is a new funding category developed in response to growing activity in the visual arts field. It recognizes increasing personal concern among visual artists for the quality of living environments. It is designed to promote the integration of the arts in the construction of permanent buildings and their components. Grants in this category encourage individuals to develop new designs and investigate materials and techniques for building construction. These grants are awarded for research and planning, not for the actual construction of buildings.

I. Research grants enable craftsmen and artists to develop innovative uses of industrial materials and technology for the production of building components such as hardware, lighting fixtures, tiles, windows, wall and floor surfaces. Projects also may investigate new approaches to carpentry, masonry, laminating,

sandblasting, pouring concrete, and other methods of building construction. Grantees may work with industry and the building trades in their investigations.

II. Planning grants enable craftsmen and artists to plan and design buildings and sites. Grantees may work with design professionals and builders to develop specific designs. Project examples include but are not limited to designs for:

- One-of-a-kind hand-built houses.
- Building components or architectural embellishments.
- Ecologically provident shelters.
- Structures that may have no use other than to enrich the landscape with fine form. Such structures include towers, gazebos, pavilions, caves, columns, pedestals, pools, fountains, waterfalls, paved surfaces, plant forms, fences, and walls.
- Landscapes.
- Activities that require the use of historic tools and techniques.
- New buildings constructed with traditional techniques which preserve crafts important in American history. Examples of such crafts include: adobe construction, stone-fitting and carving, timber joinery, blacksmith work, plaster work, cast metals, and the building of log cabins, igloos, and tepees. Floating and arboreal dwellings may also be included.

### Eligibility

All visual artists. You may apply for only one grant in this category.

### Grant amounts

Grants of up to \$5,000 will be awarded on a non-matching basis.

### Deadline and announcement dates

Applications must be postmarked no later than January 2, 1981. Applicants should not anticipate notification of awards or rejections before June 1981. Projects should not be scheduled to begin before July 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Please send the following materials under one cover to:

Grants Office  
Building Arts  
Mail Stop 500  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24; blank forms follow those instructions.

Under "Description of proposed activity" on the application form, outline the project you plan to undertake.

- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- Ten slides or other documentation of your recent work. See page 24 for instructions on submitting slides.
- A list of anticipated expenses. This project budget should include the costs of producing a visual record to be filed with the Endowment upon completion of the project for research and study purposes. This record may be presented in its most useful form—slides, photographs, copies of drawings, films, as well as written information. Any further Endowment use of the materials would be made only with the artist's written permission.
- Craftsmen should also complete and return the Crafts Supplementary Information Sheet on page 45.

## Art in Public Places/Planning Grants for Artists

To generate options and to increase public awareness of new possibilities for art in public places, a limited number of planning grants are awarded each year to individual artists. Planning grants are designed to support continuing exploration by artists of the potential offered by public sites, and the development of proposals which seek to expand current thinking about art in public places.

Artists are encouraged to propose new approaches to public space as site, and to consider broadly the artist's role in the public context. Projects investigating new media, materials, and techniques for public sites are also eligible for funding.

The results of these planning grants will be made available to the field, giving communities and organizations wishing to sponsor art in public places projects access to new options.

Both artists who have had experience with art in public places projects, and those who have not been directly involved in public commissions, are encouraged to consider this opportunity.

Grants in this category are not awarded for the commissioning, purchase, or installation of works of art.

### Eligibility

Visual artists of exceptional talent of any age or aesthetic persuasion. Students are not eligible.

### Grant amounts

Grants of up to \$5,000 will be awarded to individuals on a nonmatching basis. Please request only what is required to carry out your proposed project.

### Deadline and announcement dates

Applications must be postmarked no later than June 30, 1980. Applicants should not anticipate notification of awards or rejections before January 1981. Projects should not be scheduled to begin before February 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Please send the following materials *under one cover to:*

Grants Office  
Art in Public Places/Planning  
Grants for Artists  
Mail Stop 500  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Individual Grant Application Form NEA-2 (Rev.). Instructions on completing this form appear on page 24. Blank forms follow those instructions.

Under "Description of proposed activity," outline the project you plan to undertake.

- The completed application acknowledgment and other cards which appear inside the back cover of these guidelines.

- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.

- No more than ten slides of your recent work. See page 24 for instructions on submitting slides. Every effort will be made to return slides; however, the Endowment cannot be responsible for damage or loss.

- A list of anticipated expenses. This project budget should include the costs of producing a visual record to be filed with the Endowment upon completion of the project for research and study purposes. This record may be presented in its most useful form—slides, photographs, copies of drawings, films, as well as written information. Any further Endowment use of the materials would be made only with the artist's written permission.

## Artists Spaces

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To assist Artists Spaces with their ongoing activities and programming, and with the payment of honoraria to artists. While Artists Spaces differ widely, certain goals and purposes are common:

- They are originated by or for artists.
- They support a broad range of artists' needs through their ongoing public programming including exhibitions, performances, projects, or events.
- They encourage and support contemporary art, especially the innovative and experimental.
- They generate interaction and dialogue among artists and between artists and the community.

### Eligibility

Applicant organizations must meet the legal requirements on page 21. Generally, these organizations must have been in operation for at least one year at the time of application. If a qualified organization does not have the appropriate legal status, it should secure the sponsorship of an organization with such status. The sponsoring organization must be found prior to applying and must submit the application. It must work closely with the group on whose behalf it is applying and must undertake full and accurate accounting of the ways in which grant funds are spent. Amateur and adult education groups are not eligible.

Organizations whose primary purpose is to provide artists, craftsmen and photographers with access to working facilities and technical assistance should apply under the Workshops category on page 14.

No organization may apply under both the Artists Spaces and the Workshops category.

### Grant amounts

Matching grants of up to \$20,000 will be awarded to support an organization's proposed activities. Additional funds of up to \$10,000 will be awarded on a nonmatching basis for honoraria to artists.

### Deadline and announcement dates

Applications must be postmarked no later than September 16, 1980. Applications should not anticipate notification of awards or rejections before April 1981. Projects should not be scheduled to begin before May 1981 and should be carried out during the succeeding 12 months.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. In addition, your application must include:

- Biographies of visual artists using the Artists Space.
- Slides of their work. (See page 24 for instructions on submitting slides.)
- A brief history of the organization's activities. Organizations with exhibition programs must submit a list of recent exhibitions, current exhibition catalogues or publications, and a description of future exhibition plans.
- A history of the organization's payment of honoraria to artists.

The Endowment encourages payment of honoraria to artists for use of their work in exhibitions, and for performances, sited works, and video screenings/installations. Honoraria may not be used for artists' travel or expenses, supplies or materials, or as payment for lectures or participation in seminars.

If non-matching support is requested for honoraria, please specify the amount under "Other" on page three of the application form as "Direct payments to artists." Also state on page one under VII, "Total amount requested from the National Endowment for the Arts," both the matching and non-matching amounts requested (for example, \$10,000/\$5,000). Attach a separate page to your application specifying how funds for honoraria will be apportioned.

## Art in Public Places

To make the best contemporary art accessible in public places other than museums, and to provide new challenges and opportunities for living American artists of exceptional talent and achievement. In recent years, grants have supported many innovative projects for spaces previously unexplored as sites for artworks, both interior and exterior, and have encouraged an increasing number of mid-career and younger artists.

Works of art may be either commissioned or purchased. They may be in any medium, including painting, sculpture, earthworks, environmental art, artificial light, video, photography, crafts, conceptual art, and combined media. The work should be appropriate to its site and the surrounding environment, and should be permanently installed. Whenever possible, the participation of artists in site planning and design is encouraged.

Applicants should consider imaginative approaches to a wide range of possible sites: rivers, waterfronts, parks, recreation facilities, airports, subways, roadsides, and public buildings. Privately owned land may be proposed as a site for artwork if it is an area to which the public has free access, such as a housing development or university campus.

### Eligibility

Grants are available to state and local governmental units, public agencies, and nonprofit tax-exempt organizations meeting the legal requirements on page 21.

### Grant amounts

Matching grants generally will not exceed \$50,000 for commissioned artworks and \$25,000 for purchases.

### Deadline and announcement dates

Letters of intent must be postmarked no later than June 30, 1980.

Responses will be made by September 15, 1980. Final applications must be postmarked no later than January 15, 1981. Applicants should not anticipate notification of awards or rejections before June 1981. Projects should not be scheduled to begin before July 1981 and generally should be completed within twelve months.

### Application procedures

#### 1. Letter of Intent

All applicants must notify the Visual Arts Program, by letter, of their intention to apply for an Art in Public Places grant. A panel of consultants will review letters of intent and make recommendations to applicants in order to assist them in developing their projects. The Visual Arts Program may also suggest further sources of information and consultants where appropriate. Applicants are not expected to have made final decisions at the letter of intent stage and are encouraged to use this step as a means of seeking information and advice. Letters summarizing the panel's recommendations in response to each letter of intent will be returned by September 15, 1980.

The letter of intent should describe the purpose and scope of the proposed project, and the applicant organization's responsibilities in its development. The letter must include:

- Description and photographs (8" x 10" black and white) and/or 35mm slides of the proposed site. Slides and photographs should show the site from several angles.
- A description of the process by which the artists will be chosen and the names of those responsible for the selection. The Endowment recommends that nationally recognized experts on contemporary art who have had experience with art in public places be actively engaged in the selection process.
- Names of artists under consideration and five to seven slides of their recent work. If a specific work is under consideration for purchase, include slides or photographs of the work from several angles.

Slides and photographs will not be returned to the applicant.

#### 2. Final Application

Following receipt of the Endowment's response to a letter of intent, an agency or organization may wish to develop a final application. Applicants must submit the Organization Grant Application Form NEA-3 (Rev.) and other materials outlined under the

## Art in Public Places (Continued)

"How to Apply" section on page 22. Read the section below on "Allowable costs" before completing the budget portions of the application form.

The final application should contain a complete, fully developed description of your project including:

- Description and slides or photographs of the site. Slides are preferable.
- Name and brief biography of the artist chosen.
- Five slides of the artist's recent work, if the artwork is to be commissioned. If the artwork is to be purchased, a composite photograph showing the work, in proper scale, as it would appear on the site.
- Description of the process by which the artist was chosen, including the qualifications of the selection panel members.
- Evidence of your ability to raise matching funds.
- Evidence of support from the appropriate civic authorities and community groups.
- Methods by which you propose to inform the community about the artist and the work.
- A budget for the overall project (see details under "Allowable costs").

### *Allowable costs*

The budget breakdown on the final application form should include only allowable costs. The Endowment grant and matching funds can be applied only toward the artist's fee, the cost of creating the work (materials and fabrication), the cost of transporting it to the site and installing it, and, if applicable, the dealer's fee.

Additional costs such as site preparation, staff salaries and staff travel, and administrative expenses must be met by additional sources. Such payments will not be considered part of the matching funds. A budget for the overall project, including such additional costs, should accompany the final application on a supplementary 8½" x 11" sheet.

The National Council on the Arts and Visual Arts Program advisory panels have recommended that a dealer's fee not exceed ten percent of an artist's fee.

## Services to the Field

To assist organizations, artists' groups, and individuals providing services to visual artists. Primary consideration will be given to programs that have a direct and immediate effect on visual artists' professional lives—especially those that provide financial support, or funds for materials and equipment.

Assistance is also available for publications that serve a particular region, aesthetic, or need, and contribute to the national dialogue on contemporary art. Also eligible are projects that provide an art community with access to books, periodicals, slides, and other resources on contemporary art.

In the crafts and photography fields, projects will be considered for the research and cataloguing of public or private collections.

### Eligibility

Grants are available to organizations meeting the legal requirements on page 21 and to individuals offering services not being provided by an organization.

### Grant amounts

Grants of up to \$15,000 will be awarded. Grants awarded to organizations must be matched; grants to individuals do not require matching funds.

### Deadline and announcement dates

Applications must be postmarked no later than December 1, 1980. Applicants should not anticipate notification of awards or rejections before June 1981.

Projects should not be scheduled to begin before July 1981 and should be carried out during the succeeding twelve months.

### Application procedures

- If you are an organization, follow the general instructions on How to Apply for Grants to Organizations on page 22.
- If you are an individual, submit three copies of the Individual Grant Application Form NEA-2 (Rev.), including a brief description of the proposed project; a budget outlining all anticipated costs and expenses of the project; and the completed application acknowledgment and other cards which appear inside the back cover of these guidelines. Instructions on completing the application form appear on page 24.
- All applicants should be sure to demonstrate the need for the proposed project, name the particular constituency to be served, and describe how the availability of these services will be made known to artists. Applications for periodicals or journals should include examples of published material.
- If you are a craftsman or are applying for a project that involves crafts, also complete and return the Crafts Supplementary Information Sheet on page 45.

## Workshops

### I. Ongoing Workshops

To assist organizations undertaking year-round workshop programs for artists, craftsmen, and photographers. The primary purpose of these workshops is to provide visual artists with access to technical assistance and facilities where they can experiment and produce new work.

#### Eligibility

Applicants must meet the legal requirements on page 21. Generally, ongoing workshops must have been in existence for at least one year at the time of application.

Organizations whose primary purpose is to provide artists, craftsmen, and photographers with opportunities for presenting their work to the public through exhibitions, performances, and other programs should apply under the Artists Spaces category on page 10.

No organization may apply under both the Ongoing Workshops and the Artists Spaces category.

#### Grant amounts

Matching grants of up to \$20,000 will be awarded.

#### Deadline and announcement dates

Applications must be postmarked no later than September 30, 1980. Applicants should not anticipate notification of awards or rejections before April 1981.

Projects should not be scheduled to begin before May 1981 and should be carried out during the succeeding twelve months.

#### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. The project description must include a complete list of all activities for which you are seeking support. In addition, your application must include:

- Biographies of visual artists using the ongoing workshop.
- Slides of their work. See page 24 for instructions on submitting slides.
- A list of activities (other than those for which you are requesting support) undertaken by your organization.
- If you are a crafts organization, also complete and return the Crafts Supplementary Information Sheet on page 45.

### II. Short-Term Workshops

To help organizations sponsor short-term workshops where nationally recognized artists, craftsmen, and photographers meet with their professional peers to experiment, collaborate, share ideas or produce new works. These workshops, which may include conferences and symposia, should provide an opportunity for participants to concentrate on a specific technical problem, theme or project.

#### Eligibility

Artists spaces, ongoing workshops, other arts, photography and crafts organizations, art schools, community arts centers, universities, and museums may apply. Applicants must meet the legal requirements on page 21. The regular educational curricula of organizations will not be funded.

#### Grant amounts

Matching grants of up to \$7,500 will be awarded.

#### Deadline and announcement dates

Applications must be postmarked no later than September 30, 1980. Applicants should not anticipate notification of awards or rejections before April 1981. Projects should not be scheduled to begin before May 1981 and should be carried out during the succeeding twelve months.

#### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. In addition, your application must include:

- Brief biographies of the person or persons conducting the workshop.
- Five slides of recent work by each workshop leader. See page 24 for instructions on submitting slides.
- If you are a crafts organization, also complete and return the Crafts Supplementary Information Sheet on page 45.

## Residencies (Formerly Artists, Critics, Photographers and Craftsmen in Residence)

To enable art schools, university art departments, and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct and work with students and faculty while practicing their professions. The Visual Arts Program believes that the circulation of professionals of exceptional talent benefits the students, the faculty, and the visiting artists.

Institutions select the artist, critic, photographer, or craftsman of their choice and work out a mutually acceptable schedule of activities emphasizing contact with students. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable: for instance, making the evolution of a work of art itself the teaching situation or engaging the students as assistants in some project or process.

### Eligibility

This category is designed for art schools, university art departments, museums, and other arts and community organizations or agencies. Applicants must meet the legal requirements on page 21.

### Grant amounts

Grants generally will not exceed \$3,000 and must be matched. No institution will receive more than \$3,000 in a fiscal year. Total project costs (as reflected on the application form) should include *only* artists' fees, subsistence, travel expenses to and from the place of residency, and any other expenses directly associated with the residency. Salaries and wages of university personnel and indirect costs will not be considered as part of the match.

### Deadline and announcement dates

Applications must be received six months before the planned residency is scheduled to begin. Applicants with projects beginning in fall 1980 must apply by May 1, 1980. Applicants with projects beginning in spring 1981 must apply by September 1, 1980. Applicants with projects beginning in summer 1981 must apply by January 15, 1981.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. In addition, your application must include:

- A biography and five slides (where applicable) of the work of each intended participant. If the list of intended participants should change at any time during the application or grant period, you must notify the Visual Arts Program immediately. See page 24 for instructions on submitting slides.
- If you are a crafts organization, also complete and return the Crafts Supplementary Information Sheet on page 45.

## Photography Exhibitions

To enable organizations to organize and present photography exhibitions of contemporary or historical significance. This category is also designed to assist with the publication of accompanying exhibition catalogues.

### Eligibility

Grants are available to nonprofit photography and visual arts organizations, museums, universities, state historical societies, state arts agencies, libraries and other organizations meeting the legal requirements on page 21.

### Grant amounts

Matching grants will be awarded as follows:

- Up to \$20,000 for a major exhibition.
- Up to \$10,000 for a smaller exhibition.
- Up to \$20,000 for a series of exhibitions.

### Deadline and announcement dates

Applications must be postmarked no later than December 1, 1980. Applicants should not anticipate notification of awards or rejections before June 1981.

Projects should not be scheduled to begin before July 1981 and generally should be carried out during the succeeding twelve months.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. Your application must state:

- The photographer(s) whose work will be exhibited.
- The number of photographs to be exhibited.
- The period in which the photographs were produced.
- Dates of the exhibition.
- Plans for circulating the exhibition and, if available, the names of the participating institutions.

- The significance of the exhibition to the photography field or to the community in which the exhibition is to be presented.

- The professional qualifications of those organizing the exhibition.

If more space is needed than is provided on the application form, please include not more than one additional page.

Applications for exhibitions of work by lesser known photographers must include 10 to 15 slides (or copy prints) of their work. See page 24 for instructions on submitting slides.

Applications which include expenses for publishing a catalogue must include:

- A complete breakdown of the catalogue budget.
- Physical dimensions of the publication.
- Number of pages.
- Number of reproductions in black and white and in color.
- Number of catalogues to be printed.
- Type of paper and binding and method of reproduction.
- A summary of the proposed text.
- Expected income from sale of the catalogue.
- Samples of previously published catalogues (up to three).

## Photography Publications

To assist organizations publish: work by outstanding contemporary photographers; research, criticism, or essays on photography; or the work of photographers of historical significance. In recognition of the need for more scholarly and critical writing on photography, special consideration will be given to publications that will include such text.

Grants in this category are not intended to support periodicals, research projects, or technical investigations. (These activities may be eligible under the Services to the Field category on page 13 or the Projects: Individual and Collaborative category on page 6). However, completed research and the results of technical investigations, ready for publication, will be eligible.

Requests for support for exhibition catalogues are considered under Photography Exhibitions.

### Eligibility

Grants are available to photography and visual arts organizations, museums, educational institutions, publishing houses, university presses, and historical archives. All applicants must meet the legal requirements on page 21. This category is not open to applications from individuals.

### Grant amounts

Matching grants of up to \$20,000 will be awarded.

### Deadline and announcement dates

Applications must be postmarked no later than December 1, 1980. Applicants should not anticipate notification of awards or rejections before June 1981.

Projects should not be scheduled to begin before July 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. Your application must provide a complete description of the proposed publication, including:

- Tentative list of the photographs to be reproduced (and their dates).
- Complete breakdown of the publication budget.
- Physical dimensions of the publication.
- Type of paper, binding, and reproduction method.
- Number of pages.
- Number of photographs to be reproduced in black and white and in color.
- Number of copies to be printed (hard and/or softbound).

- Description of the text, author, approximate length, and summary.
- Anticipated retail costs, both with and without Endowment support.
- Anticipated income from sale of the publication.
- Plans for the distribution of anticipated profits from the sale of the publication.
- Professional qualifications of those working on the publication.
- Methods by which the publication will be distributed.

If more space is needed than is provided on the application form, please include no more than one additional page.

Also include with your application:

- A selection of 10 to 20 slides (or copy prints) of photographs to be reproduced. See page 24 for instructions on submitting slides.
- If available, examples of previously completed publications and/or a dummy of the proposed volume.

### Final reports

Ten copies of the final publication must be sent to the National Endowment for the Arts as part of the required final report.

## Photography Surveys

To enable organizations to commission photographers to undertake projects that are investigatory in nature and which document aspects of American culture or the physical character of a particular city or region.

Applications also will be considered for projects that will research, collect, or catalogue historical photographs that reveal a region's past; or for projects that will combine newly commissioned work and historical photographs.

This program seeks to insure that material produced is archivally preserved in both appropriate regional institutions and a central national repository.

While Survey grants are generally made on a one-time-only basis, a subsequent grant may be awarded to organizations undertaking outstanding projects of considerable scope.

Upon successful completion of a survey project, organizations may apply for grants to exhibit or publish the results.

### Eligibility

Grants are available to photography organizations, educational institutions, museums, historical organizations, archives, libraries, state arts agencies, and other organizations capable of undertaking such a project and insuring the preservation and availability of the photographs. Applicants must meet the legal requirements on page 21.

Photographers who wish to collaborate on a project under this category must secure the sponsorship of a nonprofit, tax-exempt organization. The sponsoring organization must submit the formal application.

### Grant amounts

Matching grants of up to \$15,000 will be awarded for photographers' time, travel, and materials during the period in which the survey is being undertaken and for research expenses.

### Deadline and announcement dates

Applications must be postmarked no later than September 30, 1980.

Applicants should not anticipate notification of awards or rejections before April 1981.

Projects should not be scheduled to begin before May 1981 and should be carried out during the succeeding 18 months.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. The project summary must thoroughly describe the purpose and scope of the project. If you need more space than that provided on the application form, please limit additional information to one 8½" x 11" page. Your description should include:

- The geographic location in which the survey project will be undertaken.
- A list of ideas, topics, or items to be covered in the survey.
- The need for such a survey, the objectives sought, and the methods by which they will be achieved.
- The names of the photographers working on the project.
- The names, function, and brief description of the professional qualifications of others involved in the project, such as the project director, sociologists, historians, curators, or writers.
- The approximate number of photographs to be taken in the entire survey and in the final edited version (in both black and white and in color).
- The approximate length of time each photographer will be working on the project.
- The amount of the fee to be paid each photographer.
- The institution on the state or local level in which the completed survey will be preserved.
- Plans for future exhibition or publication of the survey material.

Applications for projects that involve contemporary photographs must include at least 15 photographs or slides by each photographer, and a copy of their resume. Applications for projects that draw on historical photographs must include at least 25 slides or copy prints of photographs from the collections under study.

Detailed information about these historical photographs, including the name of the photographer, title, and date should be included if available.

Because of difficulties in handling, portfolios must not exceed 16" x 20". Photographs and slides will be returned. Every effort will be made to handle this material with care; however, the Endowment cannot be responsible for any damage or loss that may occur in the mail.

**Note:** It is strongly recommended that a contract or agreement between the photographers and organization be arranged before the project begins. This arrangement should outline, for both parties, all aspects of the project, including responsibilities and expectations, scope of work to be done, financial terms, rights of reproduction, and any other appropriate items.

### Final reports

At the end of the grant period, grant recipients must submit to the Endowment:

- A brief financial expenditure report.
- A five to ten page narrative report describing the project.
- For newly commissioned work: fully labeled contact sheets of all photographs taken under the survey project. A selection of prints may also be submitted.
- For historical material: one set of fully labeled contact sheets of the photographs that comprise the survey project.
- An annotated copy of photographers' working journals that would include written documentation and data for the photographs, such as subject, date, place, and other relevant material.

In all instances, one edition of the photographs in the final edited version that results from the project should be archivally preserved in a regional institution. In addition, a copy of the working journals and all contact sheets should also be stored in the regional institution.

## Crafts Exhibitions

To enable organizations to develop crafts exhibitions of contemporary or historical significance and to publish catalogues of lasting value.

### Eligibility

Universities, museums, community art centers, crafts associations, state art agencies, and other organizations meeting the legal requirements on page 21 may apply.

### Grant amounts

Matching grants of up to \$50,000 are available for exhibitions of outstanding significance and scholarship that have the potential of making a lasting contribution to the crafts field. Matching grants of up to \$15,000 are available for smaller exhibitions.

### Project examples

Examples of projects that might qualify for support include:

- Exhibitions that explore a specific theme.
- Exhibitions that bring works of high quality, professional craftsmanship to regions where such works normally are not shown.
- One-person exhibitions with monographs.
- Crafts exhibitions coordinated with crafts workshops.
- Borrowing of significant crafts exhibitions from other organizations. If the exhibition to be borrowed was originally funded by the Arts Endowment, only organizations *not* listed as participating institutions in the original circulation budget of the exhibition may request support for transportation, rental, and insurance costs.
- Planning and research for exhibitions and catalogues.
- Exhibition catalogues.

### Deadline and announcement dates

Applications must be postmarked no later than September 30, 1980. Applicants should not anticipate notification of awards or rejections before April 1981. Projects should not be scheduled to begin before May 1981 and should be carried out during the succeeding twelve months.

### Application procedures

Follow the general instructions on How to Apply for Grants to Organizations on page 22. Also complete and return the Crafts Supplementary Information Sheet on page 45.

Applicants must provide evidence of their ability to carry out the planned exhibition. Send budgets of previous exhibitions, if available. Applications also must include:

- Locations and dates of exhibition. If the Endowment grant will be used to send the exhibition to other

institutions, supply a list of those institutions.

- Names and resumes of persons responsible for organizing the exhibition.
- Names and resumes of persons preparing and writing the catalogue.
- Estimated number of works to be shown.
- Names of all craftsmen whose works will be exhibited and slides of their work if available. If the names are not known, supply information on the method of selecting the craftsmen. If jurors will be used, send their names.
- Catalogue information, if applicable. This should include an outline of the proposed text, estimated number of pages and photographs, number of copies to be printed, catalogue budget, and, if available, samples of two catalogues produced by your organization during the past two years.
- Description of the insurance arrangements and security measures that will be undertaken to protect the exhibited works.
- Description of methods that will be employed to inform the public about the works being shown.

The Endowment strongly suggests that organizations requesting support for competitive exhibitions not charge entry fees.

## Other Endowment Programs of Interest

### Challenge Grant Program/Institutional Advancement Pilot Program

Challenge Grants are designed to help cultural organizations broaden the base and increase the level of continuing support from nonfederal sources. These grants are available to institutions or groups of institutions that have shown a commitment to aesthetic excellence. Most recipients of Challenge Grants are already grantees of the National Endowment for the Arts. Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. For information, contact:

Challenge Grants  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 632-4783

The Institutional Advancement Program is a limited *pilot* effort within the Challenge Grant Program. It is designed for arts organizations which have proven artistic excellence but are not financially or administratively secure enough to match a Challenge Grant. This program will provide matching grant awards as well as administrative consultation to promote the development of additional resources and improved managerial capability. For information on the future of this program, contact the Challenge Grant Office after September 1980.

### International Exchange Fellowships

Five fellowships for work and study in the United Kingdom and five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships go to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six- to nine-month residencies in the foreign country.

Artists applying under any Visual Arts Program fellowship category will automatically be eligible for consideration for both exchange programs. The Visual Arts Program fellowship advisory panels will recommend one or two artists in each fellowship category for consideration by the American Selection Committees.

Only recommended artists will be notified. This notification will follow the same time schedule as the announcement dates of each of the fellowship programs. A representative of each American Selection Committee will write to recommended artists to obtain additional information.

Recommendation for a US/UK or US/Japan Fellowship will not affect your application for a Visual Arts Program Fellowship.

For further information, contact:  
International Arts Activities  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6380

### Artists-in-Schools

Working in cooperation with the state arts agencies, the Artists-in-Schools program places professional artists, including visual artists, in educational settings. For information, contact your state arts agency.

### Design Arts

The Design Arts Program's Design Demonstration category offers assistance for design projects relating the visual and performing arts to the entire community. This continues and expands upon assistance previously

available through the Cultural Facilities Research and Design Assistance category of the Architecture, Planning, and Design Program. For information, contact:

Design Arts Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-4276

### Expansion Arts

The Expansion Arts Program specifically aims at encouraging the artistic expression of the nation's diverse cultural groups. The Program assists neighborhood and community arts organizations, directed by professionals, in cities, towns, and rural areas. For information, contact:

Expansion Arts Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6010

### Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. For information, contact:

Folk Arts Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-4282

### Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and non-profit organizations involved in film, video, radio, and television. In addition, the Program has funded several major series on the arts for broadcast on public television and radio. For information, contact:

Media Arts Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6300

## Application Review

### Museums

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, educational and other outreach projects, and the purchase of works by living American artists are among the activities assisted. For information, contact:

Museum Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6164

### Music

The Composers category of the Music Program offers fellowships to composers and to creative artists, including visual artists, working with composers. For information, contact:

Music Program/Composers  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6390

### Special Projects

The Special Projects Program provides grants to assist artists colonies, arts presenting organizations and service organizations, and creative projects involving two or more disciplines. Support is also provided for multi-disciplinary projects including experimental and innovative undertakings that are ineligible for funding under other Endowment programs. For information, contact:

Special Projects Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-6020

After applications are received, they are checked for completeness by the Visual Arts Program staff and then reviewed by the appropriate Visual Arts Grants Panel, a rotating committee of experts in the appropriate visual arts field. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Information regarding action taken on applications cannot be made available until after the panel and Council have made their recommendations and the Chairman has reached a decision. Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

When notified of receipt of a grant, applicants may request full or partial payment, depending on the nature and schedule of the project. Details will accompany the grant award letter.

If you have any questions or need help with your application, write or call this program. We can be reached at:

Visual Arts Program  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506  
(202) 634-1566

## Application Information for Organizations

### Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

1. *Are tax-exempt.* Organizations qualifying for this status must meet the following criteria: (1) no part of net earnings may benefit a private stockholder or individual; (2) donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government must be submitted with each application.

2. *Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972.* Title VI and Section 504 bar discrimination on the basis of race, color, national origin or personal handicap in federally assisted projects. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs and activities. Organizations receiving Endowment support must file an Assurance of Compliance form with the Grants Office of the National Endowment for the Arts. (A form is provided in the back of this book.)

3. *Pay prevailing wages.* Organizations must comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, which specifies that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards as recognized by the appropriate union.

## Application Information for Organizations (Continued)

### How to Apply

All applicant organizations must send the following materials *under one cover to*:

Grants Office  
(Category under which you are applying)

Mail Stop 500  
National Endowment for the Arts  
2401 E Street, N.W.  
Washington, D.C. 20506

- Three copies of the Organization Grant Application Form NEA-3 (Rev.). One copy should be the typed, signed original. Check the application procedures for your category for specific information to be included on the application form.
- A copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government.
- The Assurance of Compliance form (see back of booklet). As this form has been revised, all applicants must submit a completed form whether or not one has been submitted previously.
- A statement listing any other applications you have made or intend to make to the Arts Endowment this year.
- Any supplementary material outlined under "Application procedures" for your category.
- The completed application acknowledgment card which appears inside the back cover of these guidelines.

### To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,<sup>1</sup> the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority<sup>2</sup> participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

<sup>1</sup> Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

<sup>2</sup> "Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

### Final reports

At the end of the grant period, the Endowment requires final reports, including appropriate visual documentation, from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

### Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)

#### Instructions for Completing Organization Grant Application Form NEA-3 (Rev.)

These instructions are keyed to the numbered sections of the application form.

**I. The applicant organization's name** as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant as a unit of either state or local government.

#### II. Program Category under Which Support Is Requested.

Please indicate the appropriate category:

- Artists Spaces
- Art in Public Places
- Services to the Field
- Workshops
- Residencies
- Photography Exhibitions
- Photography Publications
- Photography Surveys
- Crafts Exhibitions

#### III. Period of Support Requested

is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less. A project should not begin before the starting date indicated on the Application Deadline Calendar.

#### IV. Summary of Project Description.

In the space provided, describe clearly and concisely how the requested funds will be spent. Where appropriate, include the names of key personnel. Also review the "Application procedures" section for your category for specific information to be included here. If the full project summary cannot be included in the space provided on the application form, attach no more than one additional 8½" x 11" page.

Applicants must also indicate if they have received previous support from any Endowment Program.

**V. Estimated Number of Individuals Expected to Benefit from This Project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

**VI. Summary of Estimated Costs** is a recapitulation of direct costs and indirect costs as shown on pages two and three of the application form. See Section IX for further explanation.

**VII. Total Amount Requested from the Arts Endowment.** The amount requested should be rounded to the nearest ten dollars. The Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources.

**VIII. Organization's Fiscal Activity.**  
 A. Expenses should include Endowment projects funded and anticipated.  
 B. Revenues, grants, and contributions should include Endowment grants received and anticipated.

#### **IX. Budget Breakdown of Estimated Costs**

(Art in Public Places applicants should refer to "Allowable costs" under the application procedures section on page 12 when completing this section.)

A. *Direct costs* are those which can be specifically identified with the project.

1. *Salaries and Wages* must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2. *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items,

and items costing less than \$300 or with an estimated useful life of less than one year.

3. *Travel* must be estimated according to applicant's established travel practice, providing that the travel cost is reasonable and that all travelers use transportation costing no more than air coach accommodations. Foreign travel is not authorized unless it is specified in the budget.

4. *Permanent equipment* includes purchase equipment costing over \$300 with an estimated useful life of one year or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. *Other* includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. *Indirect costs* are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, 2401 E St., N.W., Washington, D.C. 20506 or another federal agency. A copy of the agreement must accompany the application.

**X. Contributions, Grants, and Revenues.** Specify all sources of matching funds.

A. *Contributions* include: (1) all anticipated cash donations for this project, except direct donations to the Endowment and (2) in-kind contributions at the fair-market value or pro rata share of the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. *Grants* include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. *Revenues* include all other funds, regardless of source, expected to be used on this project.

**XI. State Arts Agency Notification** urges each applicant to advise its state arts agency that this application is being made.

**XII. Certification** must be signed by an official of the applicant organization with authority to legally obligate the organization.

The Privacy Act of 1974 requires us to furnish you with the following information: The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

## Application Information for Individuals

### Instructions for Completing Individual Grant Application Form NEA-2 (Rev.).

All individual applicants should review carefully the "Application procedures" section for their particular category. In completing the application form, the items outlined below require clarification. Blank copies of the application form start on the following page.

*Category under which support is requested:* Indicate one of the following:

- Artists' Fellowships
- Photographers' Fellowships
- Craftsmen's Fellowships
- Critics' Fellowships
- Projects: Individual and Collaborative
- Crafts Apprenticeships
- Building Arts
- Art in Public Places/Planning
- Grants for Artists
- Services to the Field

*U.S. Citizenship:* Generally grants are made only to U.S. citizens or permanent residents of the United States.

### Requirements for Submission of Slides

*Professional field or discipline:*

Applications are reviewed according to media or discipline, for example: video, conceptual, painting, photography, ceramics, fibre, glass, printmaking. Please specify that which is most relevant to your application.

*Period of Support Requested:* Indicate the time span for which you are requesting Endowment support. This time span may not start before the Earliest Project Beginning Date shown for your category on the Application Deadline Calendar, and generally may not exceed one year.

*Description of proposed activity:* Do not complete this section if you are applying for an Artists', Craftsmen's, or Photographers' Fellowship. Other applicants should refer to "Application procedures" for their category for information to be included here.

**Taxability**

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. The Endowment cannot advise you as to deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue office.

### Final Reports

At the conclusion of the grant period, fellowship recipients are required to submit a one-page statement indicating how the grant was useful to them. Other individual grant recipients (under Projects: Individual and Collaborative, Crafts Apprenticeships, Building Arts, Art in Public Places/Planning Grants for Artists, and Services to the Field) are required to submit a detailed narrative report, appropriate visual documentation, and a final expenditure report. Specific instructions will accompany the grant letter.

All slides should be 35mm (suitable for carousel projection) and must be placed in 9" x 11" clear plastic sheets for easy handling. Do not submit glass slides. Please indicate on each slide casing:

- Name.
- Title of work.
- Date of work.
- Medium.
- Dimensions in inches (height preceding width preceding depth).
- Top of work.

Fellowship applicants should refer to the specific instructions for submission of slides under the appropriate category.

**Individual Grant Application**  
**National Endowment for the Arts**

Applications must be submitted in triplicate and mailed with other required materials to the address indicated under "Application procedures" for your category.

**Visual Arts Program**

Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship		
	Yes	No	Visa Number
Present mailing address/phone	Professional field or discipline		
	Birth Date	Place of Birth	
Permanent mailing address/phone	Period of support requested		
	Starting		
	month	day	year
Ending			
	month	day	year

Career summary or background

Amount requested from National Endowment for the Arts \$\_\_\_\_\_

**Education**

Name of institution

Major area of study

Inclusive dates

Degree

**Fellowships or grants previously awarded**

Name of award

Area of study

Inclusive dates

Amount

**Present employment**

Employee

Position/Occupation

Total income last  
calendar year**Prizes/Honors received**

Membership professional societies

**Description of proposed activity**

(Do not complete this section if you are applying for an Artists', Craftsmen's, or Photographers' Fellowship)

Do not complete this section if you are applying for an Artists', Craftsmen's, or Photographers' Fellowship

**Certification:** I certify that the foregoing statements are true and complete to the best of my knowledge.

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Individual Grant Application**  
**National Endowment for the Arts**

Applications must be submitted in triplicate and mailed with other required materials to the address indicated under "Application procedures" for your category.

**Visual Arts Program**

Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship			
	Yes	No	Visa Number	
Present mailing address/phone	Professional field or discipline			
	Birth Date	Place of Birth		
Permanent mailing address/phone	Period of support requested			
	Starting	month	day	year
	Ending	month	day	year

**Career summary or background**

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

(Do not complete this section if you are applying for an Artists', Craftsmen's, or Photographers' Fellowship)

**Description of proposed activity**

Name of award	Area of study	Inclusive dates	Amount	Fellowships or grants previously awarded
Name of institution	Major area of study	Inclusive dates	Degree	Education
Employer	Position/Occupation	Total income last calendar year	Pr. present employment	Pr. present employment
Prizes/Honors received	Membership professional societies			Description of proposed activity

**Individual Grant Application**  
**National Endowment for the Arts**

Applications must be submitted in triplicate and mailed with other required materials to the address indicated under "Application procedures" for your category.

**Visual Arts Program**

Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship		
	Yes	No	Visa Number
Present mailing address/phone	Professional field or discipline		
	Birth Date	Place of Birth	
Permanent mailing address/phone	Period of support requested		
	Starting	month	day
	Ending	month	day
			year

Career summary or background

Signature of applicant

Date

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

(Do not complete this section if you are applying for an Artists', Craftsmen's, or Photographers' Fellowship)

Description of proposed activity

Name of award	Area of study	Inclusive dates	Amount
Fellowships or grants previously awarded			
Name of institution	Major area of study	Inclusive dates	Degree
Education			
Present employment	Position/Occupation	Total income last calendar year	Prizes/Honors received
Employer	Position/Occupation	Total income last calendar year	Membership professional societies
Description of proposed activity			

**Organization Grant Application****National Endowment for the Arts**

Applications must be submitted in triplicate and mailed to:

Grants Office, (Category name), Mail Stop 500, National

Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

**Visual Arts Program****I. Applicant organization**  
(name and address with zip)**II. Visual Arts Program Category under which support is requested****III. Period of support requested****Starting**

month

day

year

**Ending**

month

day

year

**IV. Summary of project description****V. Estimated number of persons expected to benefit from this project****VI. Summary of estimated costs (recapitulation of budget items in Section IX)****Total costs of project  
(rounded to nearest ten dollars)****A. Direct costs**

Salaries and wages	\$
Fringe benefits	\$
Supplies and materials	\$
Travel	\$
Permanent Equipment	\$
Other	\$

Total direct costs \$ \_\_\_\_\_

**B. Indirect costs**

\$ \_\_\_\_\_

Total project costs \$ \_\_\_\_\_

**VII. Total amount requested from the National Endowment for the Arts** \$ \_\_\_\_\_**VIII. Organization total fiscal activity**      **Actual most recent fiscal period**      **Estimated for next fiscal period****A. Expenses**

1. \$ \_\_\_\_\_

2. \$ \_\_\_\_\_

**B. Revenues, grants & contributions**

1. \$ \_\_\_\_\_

2. \$ \_\_\_\_\_

Do not write in this space

1. Salaries and wages  
A. Direct costs  
Title and/or type  
of personnel  
Number of  
personnel  
Annual or average  
salary range  
% of time  
devoted to this  
project  
Amount

IX. Budget breakdown of summary of estimated costs  
A. Direct costs  
1. Salaries and wages

2. Supplies and materials (list each major type separately)  
2. Supplies and materials (list each major type separately)  
Title and/or type  
of personnel  
Number of  
personnel  
Annual or average  
salary range  
% of time  
devoted to this  
project  
Amount  
Total salaries and wages  
Add fringe benefits  
Total salaries and wages  
Total supplies and materials  
Amount

1. Salaries and wages  
A. Direct costs  
Title and/or type  
of personnel  
Number of  
personnel  
Annual or average  
salary range  
% of time  
devoted to this  
project  
Amount  
Total salaries and wages including fringe benefits  
Add fringe benefits  
Total salaries and wages  
Total supplies and materials

3. Travel  
Transportation of personnel  
No. of travelers  
Amount  
from  
to  
Total transportation of personnel  
\$  
Subsistence  
No. of travelers  
Daily rate  
No. of days  
Total subsistence  
\$  
Total travel  
\$

Total subsistence  
\$  
Total travel  
\$

**IX. Budget breakdown of summary of estimated costs (continued)****4. Permanent equipment (list separately each item of equipment costing over \$300)**

	Amount
	\$
Total special	\$ _____

**5. Other**

(list each item separately)

	Amount
	\$
Total other	\$ _____

**B. Indirect costs**

Rate established by attached rate negotiation agreement with the National Endowment for the Arts or another federal agency

Rate \_\_\_\_\_ %      Base \$ \_\_\_\_\_      Amount \$ \_\_\_\_\_

**X. Contributions, grants, and revenues (for this project)****A. Contributions**

1. Cash (do not include direct donations to the Arts Endowment)	Amount
	\$

**2. In-kind contributions (list each major item)**

	Total contributions
	\$ _____

**B. Grants (do not list anticipated grant from the Arts Endowment)**

	Total grants
	\$ _____

**C. Revenues**

	Total revenues
	\$ _____

Total contributions, grants, and revenues for this project

\$ \_\_\_\_\_

1. Have you attached a copy of your organization's federal tax exemption letter or a document identifying the organization as part of State or local government?

2. Have you summarized the project description in the space provided?

3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect costs?

4. Have you provided required detail under Other Support section?

5. Has the application been signed and dated in appropriate places?

6. Have you attached an Assurance of Compliance form?

7. Have you checked the "Application Procedures" for other materials to be submitted with your application?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

## Check List

If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially responsible for all aspects of the grant and all reports must be submitted through the grantee.

Signature		Date signed	Name (print or type)	Title (print or type)	Telephone (area code)
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\* Payee (to whom grant payments will be sent if other than authorizing official)

Signature \_\_\_\_\_ Date signed \_\_\_\_\_ Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_ Telephone (area code) \_\_\_\_\_

Project director

Signature \_\_\_\_\_ Date signed \_\_\_\_\_ Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_ Telephone (area code) \_\_\_\_\_

Signature \_\_\_\_\_ Date signed \_\_\_\_\_ Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_ Telephone (area code) \_\_\_\_\_

XII. Certification  
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

XI. State Arts Agency notification  
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.  
Have you done so? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Organization Grant Application

## National Endowment for the Arts

Applications must be submitted in triplicate and mailed to:

Grants Office, (Category name), Mail Stop 500, National  
Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506

## Visual Arts Program

I. Applicant organization (name and address with zip)	II. Visual Arts Program Category under which support is requested						
	III. Period of support requested						
Starting		month	day	year	Ending		
					month	day	year

## IV. Summary of project description

## V. Estimated number of persons expected to benefit from this project

## VI. Summary of estimated costs (recapitulation of budget items in Section IX)

A. Direct costs		Total costs of project (rounded to nearest ten dollars)
Salaries and wages		\$
Fringe benefits		
Supplies and materials		
Travel		
Permanent Equipment		
Other		
	Total direct costs	\$
B. Indirect costs		\$
	Total project costs	\$

## VII. Total amount requested from the National Endowment for the Arts

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. \$	2. \$
B. Revenues, grants & contributions	1. \$	2. \$

Do not write in this space

Title and/or type	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
1. Salaries and wages				
A. Direct costs				
IX. Budget breakdown of summary of estimated costs				
Total salaries and wages				\$
Add fringe benefits				\$
Total salaries and wages including fringe benefits				\$
2. Supplies and materials (list each major type separately)				
Total supplies and materials				\$
Amount				\$
3. Travel				
Amount				\$
Transportation of personnel				\$
Amount				\$
No. of travelers				\$
Total transportation of personnel				\$
4. Subsistence				
No. of travelers				\$
Daily rate				\$
No. of days				\$
Total subsistence				\$
Total travel				\$
Total subsistence				\$
Total transportation of personnel				\$
Total supplies and materials				\$
Total subsistence				\$
Total travel				\$
Total				\$

**IX. Budget breakdown of summary of estimated costs (continued)****4. Permanent equipment (list separately each item of equipment costing over \$300)**

	Amount
	\$
Total special	\$ _____

**5. Other**

(list each item separately)

	Amount
	\$
Total other	\$ _____

**B. Indirect costs**

Rate established by attached rate negotiation agreement with the National Endowment for the Arts or another federal agency

Rate \_\_\_\_\_ %      Base \$ \_\_\_\_\_      Amount \_\_\_\_\_ \$ \_\_\_\_\_

**X. Contributions, grants, and revenues (for this project)****A. Contributions**

1. Cash (do not include direct donations to the Arts Endowment)	Amount
	\$

**2. In-kind contributions (list each major item)**


Total contributions      \$ \_\_\_\_\_

**B. Grants (do not list anticipated grant from the Arts Endowment)**


Total grants      \$ \_\_\_\_\_

**C. Revenues**


Total revenues      \$ \_\_\_\_\_

Total contributions, grants, and revenues for this project      \$ \_\_\_\_\_

<p>XI. State Arts Agency notification</p> <p>The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.</p>	
<p>Have you done so? _____ Yes _____ No</p>	
<p>XII. Certification</p> <p>We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.</p>	
<p>Authorizing official(s)</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>Project director</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>• Payee (to whom grant payments will be sent if other than authorizing official)</p>	
<p>Signature _____ Date signed _____</p>	
<p>Name (print or type) _____ Title (print or type) _____ Telephone (area code) _____</p>	
<p>Signature _____ Date signed _____</p>	
<p>If payment is to anyone other than the grantee, it is understood that the grantee is financially submitted through the grantee.</p>	
<p>1. Have you attached a copy of your organization's federal tax exemption letter or a document identifying the organization as part of State or local government?</p>	
<p>2. Have you summarized the project description in the space provided?</p>	
<p>3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect costs?</p>	
<p>4. Have you provided detail under Other Support section?</p>	
<p>5. Has the application been signed and dated in appropriate places?</p>	
<p>6. Have you attached an Assurance of Compliance form?</p>	
<p>7. Have you checked the "Application procedures" for your category for other materials to be submitted with your application?</p>	
<p>A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.</p>	
<p>Check List</p>	

**Organization Grant Application****National Endowment for the Arts**

Applications must be submitted in triplicate and mailed to:

Grants Office, (Category name), Mail Stop 500, National  
Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506**Visual Arts Program****I. Applicant organization**  
(name and address with zip)**II. Visual Arts Program Category under which support is requested****III. Period of support requested**

Starting

month

day

year

Ending

month

day

year

**IV. Summary of project description****V. Estimated number of persons expected to benefit from this project****VI. Summary of estimated costs (recapitulation of budget items in Section IX)****A. Direct costs**Total costs of project  
(rounded to nearest ten dollars)

\$

Salaries and wages

Fringe benefits

Supplies and materials

Travel

Permanent Equipment

Other

Total direct costs

\$

**B. Indirect costs**

\$

Total project costs

\$

**VII. Total amount requested from the National Endowment for the Arts**

\$

**VIII. Organization total fiscal activity**

Actual most recent fiscal period

Estimated for next fiscal period

**A. Expenses**

1. \$

2. \$

**B. Revenues, grants & contributions**

1. \$

2. \$

Do not write in this space

Title and/or type	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
1. Salaries and wages				
A. Direct costs				
IX. Budget breakdown of summary of estimated costs				
Total salaries and wages				
Total fringe benefits				
Total salaries and wages including fringe benefits				
2. Supplies and materials (list each major type separately)				
Total supplies and materials				
Amount				
3. Travel				
Transportation of personnel				
Amount				
No. of travelers				
No. of days				
Daily rate				
Total transportation of personnel				
\$				
Total subsistence				
Total travel				
\$				
Subsistence				
No. of travelers				
No. of days				
Daily rate				
Total subsistence				
\$				



A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

7. Have you checked the "Application procedures" for your category for other materials to be submitted with your application?

6. Have you attached an Assurance of Compliance form?

5. Has the application been signed and dated in appropriate places?

4. Have you provided required detail under Other Support section?

cost?

3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect

2. Have you summarized the project description in the space provided?

1. Have you attached a copy of your organization's federal tax exemption letter or a document identifying the organization as part of State or local government?

#### Check List

• If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially

submittied through the grantee.

Telephone (area code)

Title (print or type)

Name (print or type)

Signature Date signed

• Payee (to whom grants will be sent if other than authorizing official)

Telephone (area code)

Title (print or type)

Name (print or type)

Signature Date signed

Project director

Telephone (area code)

Title (print or type)

Name (print or type)

Signature Date signed

Telephone (area code)

Title (print or type)

Name (print or type)

Signature Date signed

Telephone (area code)

Title (print or type)

Name (print or type)

Signature Date signed

Authorizing official(s)

and correct to the best of our knowledge.

XII. Certification  
We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Have you done so? Yes No

application.

XI. State Arts Agency notification  
The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this

**Assurance of Compliance with National Endowment for the Arts Regulations**

under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972



(hereafter called the "Applicant") **Hereby Agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance received from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

Applicant

Applicant's mailing address

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By (President, Chairman of the Board, or comparable authorized official)

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Dated

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### **Assurance Explanation**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.

### Crafts Supplementary Information Sheet

Please complete and return this sheet with your application if you are a craftsman or you are applying for a project which involves crafts. (Please type or print clearly.)

#### Category for which you are applying:

Craftsmen's Fellowships	_____ (JA)	Building Arts	_____ (JD)
Critics' Fellowships	_____ (JE)	Crafts Exhibitions	_____ (JG)
Projects: Individual and Collaborative	_____ (JC)	Services to the Field	_____ (JB)
Crafts Apprenticeships	_____ (JC)	Workshops	_____ (JF)
		Residencies	

#### For Individual Craftsmen only:

Name	Last	First	Middle						
Address	City	State	Zip Code						
Age									
My craft is:	Functional	Non-Functional							
Medium:	Clay	Plastic	Leather	Glass	Fiber	Metal	Wood	Other	
(check only one)									

#### For Organizations only:

Name of Organization			
Name of Authorizing Official	Last	First	Middle
Address	City	State	Zip Code

#### Type of Organization:

School	_____ (J5)	Craft Association	_____ (J7)
Museum	_____ (J6)	Crafts Gallery	_____ (J8)
Art Center	_____ (J6)	Other	_____ (J4) (specify) _____

#### For Endowment Use Only

FY 1981	Code:	J4	J5	J6	J7	J8
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**FY 1981 Visual Arts Program  
Application Acknowledgment Card**

**All applicants should address the reverse side of this card and  
state on the line below the category for which they are applying.**

**Individuals should submit all 3 cards.**

**Organizations should submit only the top card.**

Return of this card to you indicates receipt of your  
application by the Visual Arts Program.

**Application Number:** \_\_\_\_\_

**Important:** Individuals should complete both sides of this card and the  
one below.

**Visual Arts Program**

**Name** \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**\*Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Age** \_\_\_\_\_ Medium \_\_\_\_\_

**Visual Arts Program**

**Name** \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**\*Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Age** \_\_\_\_\_ Medium \_\_\_\_\_

**\* Notification will be sent to this address.**

National Endowment  
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Washington, D.C. 20506  
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**Check one only:**

- Artists' Fellowships
- Photographers' Fellowships
- Craftsmen's Fellowships
  - Functional
  - Non-Functional
- Critics' Fellowships
- Projects: Individual and Collaborative
- Crafts Apprenticeships
- Building Arts
- Art in Public Places/  
Planning Grants for Artists

**Check one only:**

- Artists' Fellowships
- Photographers' Fellowships
- Craftsmen's Fellowships
  - Functional
  - Non-Functional
- Critics' Fellowships
- Projects: Individual and Collaborative
- Crafts Apprenticeships
- Building Arts
- Art in Public Places/  
Planning Grants for Artists

SCUA  
NEL  
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